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**DATE:** January 10, 2005

**TO:** Assessors  
Equalization Directors  
Interested Taxpayers

**FROM:** State Tax Commission (STC)

**RE:** Communicating With Assessors and Equalization Directors Electronically

Improvements are a continuous process. New procedures have been implemented as explained below that begin with the year 2005.

In order to disseminate information in a more timely and effective manner, the Assessment and Certification Division (ACD) will communicate with assessors and equalization directors electronically, rather than by U.S. mail.

Starting June 1, 2003, the PTD (now ACD) will no longer send bulletins and other information to assessors and equalization directors by U.S. mail. Instead, the ACD will correspond electronically in two ways:

- 1) All bulletins and other information will be placed on the Treasury Department Web site. The address is [www.michigan.gov/treasury](http://www.michigan.gov/treasury). When you reach the site, click on **Local Government** on the left side of the page and then click on **State Tax Commission** on the left side of the page. There is a box entitled **State Tax Commission Bulletins**. A box entitled **Other State Tax Commission Correspondence** will also be added soon.
- 2) All bulletins and other information will also be sent as an e-mail attachment to all assessors and equalization directors and any other interested parties who supply the ACD with its e-mail address. The ACD has set up a system which will allow it to automatically update its list of e-mail addresses. This system requires that all parties who wish to receive electronic correspondence from the STC must subscribe to a LISTSERV. The following procedure must be used:

Send an email to: [Listserv@listserv.michigan.gov](mailto:Listserv@listserv.michigan.gov)

In the body of the Message Area type: subscribe TREAS-STC-PTD your first name your last name

- 3) The system will e-mail a message to you to confirm your request. You must respond to this confirming e-mail to complete the process. If you do not receive a confirming e-mail within

10 minutes, please contact the Assessment and Certification Division at [treasLAR@michigan.gov](mailto:treasLAR@michigan.gov). Please enter your email address carefully because the system will not accept non-functioning addresses. If you change your e-mail address, repeat the process described above to enter the new address.

- 4) If you wish to unsubscribe, send an email from your subscribed email address to [Listserv@listserv.michigan.gov](mailto:Listserv@listserv.michigan.gov) and in the body of the message area type: signoff TREAS-STC-PTD

The STC encourages assessors and equalization directors who don't have e-mail or access to the Internet to obtain access immediately. Most libraries also provide its customers with the means to access the Internet.

The State Tax Commission welcomes your comments and observations about this new method of communicating.